

Department of Social and Health Services

**DP Code/Title: M2-8E Interagency Rate Changes**

**Program Level - 145 Payment to Other Agencies**

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Budget Period: 2003-05    Version: 11    2003-05 Agency Request Budget

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**Recommendation Summary Text:**

This step requests covering additional biennial campus and incoming mail expenses newly projected by Consolidated Mail Services (CMS) for the 2003-05 Biennium. This additional cost is the result of increased incoming/campus mail volume occurring in the 2001-03 Biennium.

**Fiscal Detail:**

**Operating Expenditures**

	<b><u>FY 1</u></b>	<b><u>FY 2</u></b>	<b><u>Total</u></b>
<b>Program 145</b>			
001-1 General Fund - Basic Account-State	23,000	23,000	46,000
001-2 General Fund - Basic Account-Federal	1,000	1,000	2,000
001-A General Fund - Basic Account-DSHS Fam Support/Chi	2,000	2,000	4,000
001-C General Fund - Basic Account-DSHS Medicaid Federa	6,000	6,000	12,000
<b>Total Cost</b>	<b>32,000</b>	<b>32,000</b>	<b>64,000</b>

**Staffing**

**Package Description:**

Consolidated Mail Services (CMS) charges agencies for incoming/campus mail services based on projected volume of mail measured biannually. Annual mail volumes for the Department of Social and Health Services (DSHS) during the 2001-03 Biennium equated to \$530,431 per fiscal year. During the biennium, DSHS' volume of incoming mail increased. CMS now projects (even with a 1 percent rate reduction) that DSHS' volume for Fiscal Years 2004 and 2005 will result in annual expense of \$562,878. This represents a \$32,447 annual shortfall from the previous biennium.

**Narrative Justification and Impact Statement**

***How contributes to strategic plan:***

The DSHS strategic plan and balanced scorecard center on improving business practices, partnering with our customers and clients, ensuring a safe environment for staff and clients, and efficiently communicating information.

***Performance Measure Detail***

**Goal:**

**Incremental Changes**  
**FY 1      FY 2**

***Reason for change:***

CMS projections for Fiscal Years 2004 and 2005 indicate increased incoming mail volumes to DSHS. These costs are based on increases in mail volume surveys conducted biannually.

***Impact on clients and services:***

This funding will allow the department to maintain the current level of service.

***Impact on other state programs:***

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All programs in DSHS are impacted.

***Relationship to capital budget:***

None

***Required changes to existing RCW, WAC, contract, or plan:***

None

***Alternatives explored by agency:***

Working with CMS in handling our incoming and campus mail is the most efficient method for DSHS. The United States Postal Service assigned code 98504 exclusively for the Olympia area state services. This leaves the initial agency-level sortation of this mail to CMS. No other alternatives have been explored.

***Budget impacts in future biennia:***

The cost of Personnel Services will continue to impact future biennia at the funded rate.

***Distinction between one-time and ongoing costs:***

This is an ongoing cost.

***Effects of non-funding:***

Without these funds, DSHS' incoming and campus mail delivery would likely be curtailed.

***Expenditure Calculations and Assumptions:***

The following cost estimates were based on figures projected by CMS.

Source of Funds (Biennium Totals):

Federal	State	TOTAL
15,000	49,000	64,000

Object Detail (State Fiscal Year): EK    Facilities and Services

FY2004	FY2005	TOTAL
32,000	32,000	64,000

**Object Detail**

**Program 145 Objects**

E    Goods And Services

**FY 1**

**FY 2**

**Total**

32,000

32,000

64,000

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**DSHS Source Code Detail**

<b>Program 145</b>		<b><u>FY 1</u></b>	<b><u>FY 2</u></b>	<b><u>Total</u></b>
<b>Fund 001-1, General Fund - Basic Account-State</b>				
<b><u>Sources</u></b>	<b><u>Title</u></b>			
0011	General Fund State	23,000	23,000	46,000
<i>Total for Fund 001-1</i>		<b>23,000</b>	<b>23,000</b>	<b>46,000</b>
<b>Fund 001-2, General Fund - Basic Account-Federal</b>				
<b><u>Sources</u></b>	<b><u>Title</u></b>			
E61L	Food Stamp Program (50%)	1,000	1,000	2,000
<i>Total for Fund 001-2</i>		<b>1,000</b>	<b>1,000</b>	<b>2,000</b>
<b>Fund 001-A, General Fund - Basic Account-DSHS Fam Support/Chi</b>				
<b><u>Sources</u></b>	<b><u>Title</u></b>			
563I	Title IV-D Child Support Enforcement (A) (66%)	2,000	2,000	4,000
<i>Total for Fund 001-A</i>		<b>2,000</b>	<b>2,000</b>	<b>4,000</b>
<b>Fund 001-C, General Fund - Basic Account-DSHS Medicaid Federa</b>				
<b><u>Sources</u></b>	<b><u>Title</u></b>			
19UL	Title XIX Admin (50%)	6,000	6,000	12,000
<i>Total for Fund 001-C</i>		<b>6,000</b>	<b>6,000</b>	<b>12,000</b>
<b>Total Program 145</b>		<b>32,000</b>	<b>32,000</b>	<b>64,000</b>